

Richmond Refinery Loss Prevention Week 2011 and 1Q Proactive Event

Loss Prevention Week Preparation – 1/17/11 – 1/25/11

Provide a Loss Prevention Week (LPW) and Q1 Proactive Event overview for Managers and their Supervisors. Plans for the LPW activities will be cascaded through the organization. We are partnering with the 2011 Business Plan themes introduced by the refinery GM in January and aligning with the in-flight initiatives and activities. Key themes for LPS and Q1:

- Playing to win. The need for a step change in the refinery's Incident and Injury Free performance,
- Introduce the Refinery's Operational Discipline Plans,
- Refreshing or reinforcing ongoing loss prevention activities with a theme of "personal accountability" / "Incident Free starts with me" tying all activities together

Loss Prevention Week 1 – Q1 prep and seeking individual commitments

- 1/26 – Wednesday am: Volunteers will greet workers in the morning at their work locations and hand out a "TEAM RICHMOND REFINERY" postcard with Incident and Injury Free Vision.
- 1/26 – Wednesday am: **All work groups except operations** *with IIF Champions
 - Supervisor Led Discussion Topic: Using the morning's handout and prior preparation – conduct a discussion about this week, Q1 plans and the need for all to be involved and committed to the challenge. We will be asking folks to document their commitments on a hard hat sticker to make visible their planned support of the vision.
- 1/27 – Thursday am/pm crew: **Operations** discussion Topic (same as above) *with IIF Champion
- 1/28 – Friday am/ pm crews: **Operations** Discussion Topic (same as above) *with IIF Champion

*Limited numbers of IIF Champions will be available to attend O&M work group level meetings in support of 1st line Supervisor Discussion Topics. Sign Up sheet will be shared on the O: drive.

1Q Proactive Event Outline:

1. January 31 – **Near Loss Reporting** - Review and Discuss the Near Loss Video.
2. February 7 – **Root Cause Analysis** (RCA) Discuss components of effective RCA and 5 Why
3. February 14 – **Operational Discipline** (OD): the philosophy and Richmond's OD Plan
4. February 21 – **OD Focus Area 1: LOTO** discussion. What does good look like? How do we measure?
5. February 28 – **OD Focus Area 2: Procedures** discussion. Differentiate between Procedures, Job Aides, discuss the tie to tenet and importance of tenet 4, review procedure use in your area
6. March 7 – **Stopping Unsafe Work**. The Five steps of Stop/ Pause Work Authority and our obligations
7. March 14 - **Keeping LPSA fresh** and improving **situational Hazard ID** in the field.
8. Leaving two weeks open to consider "Thought Provokers" (discussion topics vs. more scripted discussions) – will also consider a plan to revisit personal commitments at the quarters close.

Supporting 1Q Proactive Event:

- 2x Thought Provoker in lieu of 15 minute Discussion Topics
- 1x "Walk about with Intent" supporting one Discussion Topic (or theme) that supports the business needs of the Refinery.